

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NEGE04078481

Opening Date: June 17, 2004

Closing Date: July 16, 2004

Position: Legal Assistant (OA), GS-0986-5

Salary: \$27,597.00 - \$35,881.00 Annual

Place of Work: U.S. Army Engineer District, Baltimore, Office of Counsel

Duty Station: Baltimore, MD

Position Status: This is a permanent position -- Full Time

Number of Vacancies: 2

Duties: The incumbent serves as legal assistant to the District Counsel and staff attorneys. Actively contributes in management of the Office of Counsel by initiating and performing a variety of administrative and clerical assignments. Based on an in-depth working knowledge of the Office of Counsel functions, works independently on assigned duties in accordance with established policies and procedures. This position requires knowledge of general office automation software, general office equipment, practices and procedures, and the skill of a fully qualified typist. These responsibilities include: Office Automation - Produces a variety of legal materials (e.g. correspondence, reports, studies, memoranda. etc.) using word processing software. Receives telephone calls and greets visitors. Litigation Support - Assists attorneys in preparation of motions, interrogatories, briefs, Rule 4 assemblies, litigation reports, etc., working closely with other staff components in compiling data.

Who May Apply:

- Transfer Eligibles
- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Army employees serving on career or career conditional appointments or equivalent.
- Reinstatement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications:**SPECIALIZED EXPERIENCE:**

Experience that has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to perform successfully the duties of the position and that are typically in or related to a variety of clerical, administrative and office automation duties to include supporting legal office functions, record maintenance, preparing/receiving/reviewing general and legal correspondence using proper format, grammar, punctuation and spelling; knowledge of legal processes and processing legal documents to include finalizing and assembling litigation reports.

IN ADDITION TO MEETING THE ABOVE SPECIALIZED EXPERIENCE:

Applicants must show the ability to type 40 wpm typing speed. Applicants may meet this requirement by passing the appropriate performance test, presenting a certificate of proficiency from a school or organization authorized to issue such certificates by the Office of Personnel Management, local office, or by self certifying their proficiency.

NOTE: Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at – <http://www.opm.gov/qualifications> and

Typing - Any Grade: Qualified typist is required (40wpm).

GS-05: One year of experience directly related to the occupation and equivalent to the next lower grade level, or 4 years of higher education above high school, or a combination of experience and education.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Other Information:

- Permanent Change of Station (PCS) expenses are not authorized.
- Multiple positions will be filled from this announcement.

Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

HOW TO APPLY:

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

RESUME:

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

SELF NOMINATION:

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

Point of Contact: Taunya L. Stewart, NECPOC, 410-306-1208

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.